

Addendum #1 (dtd 10/18/04) Adds/changes Section 2.12, to include PeopleSoft training requirements in the Intent/Specifications, and Attachment "O" is added to the solicitation for vendor response to subject section. The opening date of this solicitation is rescheduled to November 9, 2004, 2:00 P.M. Changes made by way of this addendum are shown in bold.



NOTICE OF SOLICITATION

SERIAL 04173 - S

INVITATION FOR BIDS FOR: COMPUTER TRAINING PROVIDERS (NIGP 92091)

Notice is hereby given that sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on ~~October 26, November 09 2004~~, for the furnishing of the following for Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked "**SERIAL 04173 - S INVITATION FOR BIDS FOR COMPUTER TRAINING PROVIDERS (NIGP 92091).**"

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for bids must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

**BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER**

INQUIRIES:

**STAN FISHER
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3274**

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID

Signature:

Date:

TABLE OF CONTENTS

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

M/WSBE CONTRACT PARTICIPATION

SECTION:

1.0 INTENT

2.0 TECHNICAL REQUIREMENTS

3.0 SPECIAL TERMS & CONDITIONS

ATTACHMENTS:

ATTACHMENT A – PRICING

ATTACHMENT B – AGREEMENT PAGE

ATTACHMENT A1– COMPANY PROFILE

ATTACHMENT A2 – BROCHURES, NARRATIVES

ATTACHMENT B1 – VENDOR REFERENCES

ATTACHMENT B2 – VENDOR REFERENCES MARICOPA COUNTY CUSTOMERS

ATTACHMENT C1 – TRAINING PERSONNEL EXPERIENCE

ATTACHMENT C2 – OTHER RESUME FORMATS

ATTACHMENT D1 – FACILITIES & LOCATIONS

ATTACHMENT E – TRAINING SITE(S) PHOTOS

ATTACHMENT F1 – LISTING OF COURSES, CLASSROOM, END-USER

ATTACHMENT F2 – LISTING OF COURSES, SELF-PACED/COMPUTER/WEB BASED, END USER

ATTACHMENT F3 – LISTING OF COURSES, TECHNICAL, CLASSROOM

ATTACHMENT F4 – LISTING OF COURSES, TECHNICAL, SELF-PACED/COMPUTER/WEB BASED

ATTACHMENT F5 – BROCHURES, CATALOGS OF COURSES OFFERED

TABLE OF CONTENTS (continued)

ATTACHMENT G – TRAINING MANUALS

ATTACHMENT H – COURSE DESCRIPTION & OUTLINES

ATTACHMENT I – POLICIES & PHILOSOPHIES

ATTACHMENT J1 – PRICING, END-USER, COUNTY SITE

ATTACHMENT J2 – PRICING, END-USER, COUNTY SITE, COURSES OTHER THAN J1

ATTACHMENT J3 – PRICING, TECHNICAL, COUNTY SITE

ATTACHMENT J4 – PRICING, TECHNICAL, COUNTY SITE, COURSES OTHER THAN J3

ATTACHMENT K1 – PRICING, END-USER, VENDOR SITE

ATTACHMENT K2 – PRICING, END-USER, VENDOR SITE, COURSES OTHER THAN K1

ATTACHMENT K1 – PRICING, END-USER, VENDOR SITE

ATTACHMENT K2 – PRICING, END-USER, VENDOR SITE, COURSES OTHER THAN K1

ATTACHMENT K3 – PRICING, TECHNICAL, VENDOR SITE

ATTACHMENT K4 – PRICING, TECHNICAL, VENDOR SITE, COURSES OTHER THAN K3

ATTACHMENT L – PRICING, SELF-PACED/COMPUTER/WEB BASED TRAINING

ATTACHMENT L1 – PRICING, END-USER, INSTRUCTOR LED, COUNTY SITE

ATTACHMENT L2 – PRICING, END-USER, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO J1

ATTACHMENT L3 – PRICING, TECHNICAL, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO J3

ATTACHMENT L4 – PRICING, TECHNICAL, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO J4

ATTACHMENT M1 – PRICING, END-USER, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO K1

ATTACHMENT M2 – PRICING, END-USER, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO K2

ATTACHMENT M3 – PRICING, TECHNICAL, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO K3

ATTACHMENT M4 – PRICING, TECHNICAL, INSTRUCTOR LED, COUNTY SITE, ALTERNATE TO K4

ATTACHMENT N – PRICING, OTHER PRODUCTS/SERVICES

ATTACHMENT O - PEOPLESFT TRAINING COURSES

NO RESPONSE

Contractors not responding to this bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

MARK OUTSIDE ENVELOPE "SERIAL 04173 -S"

Responses must be received **BY 2:00 P.M., ~~OCTOBER 26~~, NOVEMBER 09, 2004**. Contractors failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL **04173 -S**

TITLE: **COMPUTER TRAINING PROVIDERS (NIGP 92091)**

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO BID:

_____ Insufficient time
_____ Do not handle product/service
_____ Other: _____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR BID

M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

Attachments E, F, and G provide detailed information and forms to be submitted as part of your bid. If no goal has been set the attachments will be not be required to be submitted with your bid.

THESE FORMS MAY BE LOCATED AT <http://www.maricopa.gov/materials>. M/WSBE PARTICIPATION FORMS.

SPECIFICATIONS ON INVITATION FOR BID FOR: **COMPUTER TRAINING PROVIDERS**
(NIGP 92091)

1.0 **INTENT:**

The intent of this solicitation is to define the general requirements of, and to identify the most qualified providers of these services for Maricopa County. Training shall be provided, as required, at both the contractor's location and various County locations. It is the intent of the County to make multiple awards, to ensure the most complete coverage, which may be required. Awards shall be made to those respondents who are determined to be the most qualified, and provide a "full line" training package as required by the County. The County reserves the right to add providers, for competitive reasons, and to meet the needs of the County. No services shall be provided without a valid purchase order.

- For reasons of clarification and understanding the below listed statements are offered:
- **"End Users"**. "End-users" is defined as those individuals who are using the PC in a non-technical, business area. This "desktop" or "end-user" training is *not* geared for those individuals that are information technology professionals such as programmers, network technicians, etc. This training will be for **personal computer based software** such as word processing, spreadsheet, database, graphics, operating systems, Web browsers, etc., primarily for the Microsoft or WordPerfect products. The platform is IBM compatible PC's (no Apple).

In a **classroom setting**, either the vendor's classroom, or a Maricopa County classroom and be conducted by an experienced computer instructor. This type of training is often referred to as "instructor led" training. This training will be **'hands-on'** meaning that each student will have a dedicated PC with the software they are learning, to use in the classroom. It is expected that the student will receive a **training manual** after each training class with the exercises performed and an explanation of the concepts that were covered in class. The Contractor shall furnish all labor, materials, and equipment necessary to perform the work required. In the case that the training is conducted in a Maricopa County classroom, the requesting Maricopa County department will furnish the computer equipment, tables, etc.

In a **"self-paced"**, **"computer-based"** or **"web-based"** environment, with no instructor present, either by installing the training programs on County servers/PCs or through web-access. Courses will be AICC or SCORM compliant and trackable through the County Learning Management System.

- **"Technical professionals"**, as defined as those individuals are responsible for support in a technical area. This training is geared for those individuals that are information technology professionals such as programmers, network technicians, etc. This training includes such course topics as system administration, programming, etc. for Microsoft, Cisco, Linux and other platforms.

In a **classroom setting**, either the vendor's classroom, or a Maricopa County classroom and be conducted by an experienced computer instructor. This type of training is often referred to as "instructor led" training. This training will be **'hands-on'** meaning that each student will have a dedicated PC with the software they are learning, to use in the classroom. It is expected that the student will receive a **training manual** after each training class with the exercises performed and an explanation of the concepts that were covered in class. The Contractor shall furnish all labor, materials, and equipment necessary to perform the work required. In the case that the training is conducted in a Maricopa County classroom, the requesting Maricopa County department will furnish the computer equipment, tables, etc.

In a **"self-paced"**, **"computer-based"**, **"web-based"**, or **"eLearning"** environment, with no instructor present, either by installing the training programs on County servers/PCs or through web-access. Courses will be AICC or SCORM compliant and trackable through the County Learning Management System.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 Company Profile - Attachments “A1” and “A2”.

VENDOR ATTACHMENT “A1”:

PART 1: Vendor is required to state their qualifications including number of years the company has been in the computer training business AT ANY LOCATION.

PART 2: For training in a “**classroom setting**” only: Vendor must state how many years the company has been in the computer training business IN THE PHOENIX AREA (includes Tempe, Scottsdale, and all surrounding cities as well). The following questions pertain to THIS LOCATION OF THEIR OPERATION: How many full and part-time instructors they employ with the average number of years, rounded down, of general computer training they have. Vendor should separate average number of years for their full-time instructors and their part-time instructors with the average number of years, rounded down, of IBM compatible, computer training experience for the MS Windows Graphical User Interface they have. Vendor should separate average number of years for their full-time instructors and their part-time instructors. Information about the size of their staff, including number of management, administrative and sales staff is also requested. The vendor should state any certifications held by software manufacturers.

VENDOR ATTACHMENT “A2”:

Vendor is requested to attach any sales brochures, narratives, or other information that describes their business and their approach to training that will assist the evaluation committee in understanding their business. This is particularly necessary for those vendors offering “self-paced”, “computer-based” and/or “web-based” training. This information should be labeled Attachment “A2”.

2.2 References - Attachment “B1” and “B2”

VENDOR ATTACHMENT “B1”:

Vendor is required to provide a list of a minimum of five (5) reference accounts within Maricopa County, including the names and telephone numbers for contacts familiar with the vendor’s performance. Attachment “B1” is to be used for this purpose.

VENDOR ATTACHMENT “B2”:

In addition, vendor shall provide a current listing of at least ten (10) customers within Maricopa County. This listing will include the number of years that customer has been utilizing the training services of the vendor. Attachment “B2” is to be used for this purpose.

2.3 Training Personnel Experience - Attachments “C1” and “C2” are only required for training in a classroom setting.

VENDOR ATTACHMENT “C1”:

Resumes of a minimum of six (6) and up to a maximum of ten (10) key instructors are required. The resumes must include the number of years of training experience in these specific software products as well as other requested information. Attachment “C1” MUST be used for this purpose.

VENDOR ATTACHMENT “C2”:

In addition, vendors are requested to attach supporting resumes and label them Attachment “C2”.

2.4 Facilities - Attachment “D1” (for training in a “classroom setting” only)

VENDOR ATTACHMENT “D1”:

Vendor shall state if he/she has access to classrooms/training rooms or if Maricopa County must provide such facilities. If vendor is able to instruct at a Maricopa County site, then vendor must state any classroom requirements. Attachment “D1” must be used for this purpose.

2.5 Photographs - Attachment “E” (for training in a “classroom setting” only)

VENDOR ATTACHMENT “E”:

Vendors are required to submit photographs of their training site(s) and label the photographs with their location(s). A minimum of one training room per location is to be photographed. These should be labeled Attachment “E”.

2.6 Training Specifications – Attachments “F1”, “F2”, “F3” F4” and “F5”

Vendor may bid on all or part of the topics listed in this section 2.6 in this RFP. Vendor shall list all courses they offer. Preference may be given to vendors with proven established course offerings.

In addition (but not as a replacement for filling out the form), Vendor should attach a complete flyer, pamphlet, catalog or brochure of computer courses offered (like the ones that many vendors regularly send to customers) to these as Attachment “F5”.

VENDOR ATTACHMENT “F1”: CLASSROOM SETTING

For **End-User training (also considered “Desktop”)**: Responses should include, but are not limited to the following end-user topics:

- Introduction to the PC
- Internet *
- Microsoft Access
- Microsoft Excel *
- Microsoft Outlook *
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher
- Microsoft Visio
- Microsoft Windows
- Microsoft Word
- Pagemaker

VENDOR ATTACHMENT “F2”: “SELF-PACED”, “COMPUTER-BASED”, “WEB-BASED”

For End-User training (also considered “Desktop”): Responses should include, but are not limited to the following end-user topics:

- Introduction to the PC
- Internet
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher
- Microsoft Visio
- Microsoft Windows
- Microsoft Word
- Pagemaker

VENDOR ATTACHMENT “F3”: CLASSROOM SETTING

For Technical training: Responses should include, but are certainly not limited to the following end-user platforms and topics:

- .NET
- Cisco (various)
- Crystal Reports *
- Dreamweaver

- Exchange
- HTML
- InfoPath *
- Linux
- Microsoft Windows
- SharePoint Portal Server
- SQL server *
- VBA programming
- XML

VENDOR ATTACHMENT “F4”: “SELF-PACED”, “COMPUTER-BASED”, “WEB-BASED”

For Technical training: Responses should include, but are certainly not limited to the following end-user platforms and topics:

- .NET
- Cisco (various)
- Crystal Reports
- Dreamweaver
- Exchange
- HTML
- InfoPath
- Linux
- Microsoft Windows
- SharePoint Portal Server
- SQL server
- VBA programming
- XML

2.7 Training Manuals - Attachment G

VENDOR ATTACHMENT “G”:

Vendor is required to supply three (3) student training manuals for review. These manuals should be for Excel Intermediate level, Word Intro level, CrystalReports and Visio (reproducible as copyright laws permit) If the manual is for training in a classroom setting, Vendor should indicate on the manual if it is for a 4 hr. course, 8 hour course, etc. These should be labeled Attachment “G”.

2.8 Course Descriptions and Outlines - Attachment H

VENDOR ATTACHMENT “H”:

Vendor is required to supply course descriptions and outlines for those courses indicated with an “*” above in section 2.6. Vendor should indicate how many hours of training each of these course outlines represent. Upon contract award, it is requested that the selected vendor provide course outlines for all of their courses in Word XP or 2003 format.

2.9 Policies and Philosophies - Attachment I

VENDOR ATTACHMENT “I”:

Training department policies and structure regarding course length, maximum number of students per course, cancellation policy and penalties, training materials used, employee pricing, custom courses, help desk/telephone support, repeating a course, etc. are required. Attachment I must be used for providing this information.

2.10 Pricing -

VENDOR ATTACHMENTS “J1”, “J2”, “J3”, “J4”, “K1”, “K2”, “K3”, “K4”, and “L1”:
(for training in a “classroom setting” only)

Attachments J1 and J2 are used to submit their pricing for END USER training at a Maricopa County site. Attachments J3 and J4 are used to submit pricing for TECHNICAL training at a Maricopa County site. (See note below for alternative pricing method)

Attachments K1 and K2 are used to submit their pricing for END USER training at the VENDOR site. Attachments K3 and K4 are used to submit pricing for TECHNICAL training at the VENDOR site. (See note below for alternative pricing method)

VENDOR ATTACHMENT “L”:

Attachment L is used to submit pricing for “Self-paced”, “Computer-based”, and “Web-based” training.

NOTE ATTACHMENTS FOR ALTERNATE PRICING METHODS IN LIEU OF ATTACHMENTS J1, J2, J3, J4, K1, K2, K3, K4; NAMELY L1, L2, L3, L4, M1, M2, M3, M4: IF VENDOR WISHES TO COMPLETE ATTACHMENT L for END-USER or TECHNICAL TRAINING at either a COUNTY or VENDOR site *instead* of Attachments J and K, this IS PERMISSIBLE by completing Attachments L1, L2, L3, L4, M1, M2, M3 and M4.

2.11 Other Products and Services - Attachment N

Vendors are encouraged to offer and identify any additional services that are available to Maricopa County and the % off of their list price for such services. Attachment L will be used for this purpose. VENDOR IS REQUESTED TO PROVIDE THIS INFORMATION. THIS ATTACHMENT WILL NOT BE INCLUDED IN THE EVALUATION PROCESS.

2.12 **VENDOR ATTACHMENT “O”**

Attachment O is used to submit pricing for PeopleSoft training.

2.13 Attachments -

ALL ATTACHMENTS ARE REQUIRED AND SHALL BE COMPLETED BY THE RESPONDING VENDOR. RESPONSES RECEIVED WHICH ARE NOT “COMPLETE” MAY BE DEEMED “NON RESPONSIVE” AND NOT CONSIDERED FOR AWARD.

2.14 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.15 TAX:

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

2.16 DELIVERY:

It shall be the Contractor’s responsibility to meet the County’s training requirements, as they are determined. Maricopa County will make reasonable adjustments to training schedules, if conflict exists. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a four (4) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of two (2), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

3.4.1 Compliance with specifications

3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 FACILITIES:

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate workspace for training sessions, and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein, in the case the County requests the training be conducted in a County facility.

3.6 INDEMNIFICATION AND INSURANCE:

3.6.1 **INDEMNIFICATION**

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.6.2 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.6.3 **Insurance Requirements.**

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

3.6.3.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

3.6.3.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

3.6.3.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

3.6.4 Certificates of Insurance.

3.6.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.6.4.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

3.6.4.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.7 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.9 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

STAN FISHER, SENIOR PROCUREMENT CONSULTANT, 602-506-3274
(sfisher@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

Jan Neal, Maricopa County CIO Office, 602-506-5899

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.10 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.11 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Bidders are to provide one (1) original "hard copy" (labeled) and five (5) copies (labeled as copy) . Additionally, a complete recap of all courses, is required to be submitted on a CD.(see instructions on Attachment A "pricing page) Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

NOTE: CONTRACTORS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BIDS.

ATTACHMENT A

PRICING

SERIAL **04173-S**

PRICING SHEET S073708 B0608675 (NIGP 92091)

BIDDER NAME: _____
F.I.D./VENDOR #: _____
BIDDER ADDRESS: _____
P.O. ADDRESS: _____
BIDDER PHONE #: _____
BIDDER FAX #: _____
COMPANY WEB SITE: _____
COMPANY CONTACT (REP): _____
E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ____ YES ____ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP
WHEN PAYING WITH A PROCUREMENT CARD? ____ YES ____ NO

INTERNET ORDERING CAPABILITY: ____ YES ____ NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO **SELECT** ONE OF THE FOLLOWING.
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
FAILURE TO **SELECT** A TERM WILL RESULT IN A DEFAULT TO NET 30.
BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 _____
NET 15 _____
NET 20 _____
NET 30 _____
NET 45 _____
NET 60 _____
NET 90 _____
2% 10 DAYS NET 30 _____
1% 10 DAYS NET 30 _____
2% 30 DAYS NET 31 _____
1% 30 DAYS NET 31 _____
5% 30 DAYS NET 31 _____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____%

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT
____ MARICOPA COUNTY WEB SITE
____ PRE-SOLICITATION NOTICE
____ OTHER (PLEASE SPECIFY)

ATTACHMENT A

PRICING

1.0 PRICING:

Provide pricing for the five (5) categories of training listed below:

Respondents/bidders should understand that pricing offered below shall also be listed/priced in the appropriate attachment and the requested CD. All pricing offered shall be inclusive of any offered discounts.

<u>Description</u>	<u>Pricing</u>
1.1 End-User training: Eight hours of Microsoft Excel 2003 Training	
1.1.1 Classroom setting at VENDOR site, <i>per student</i> .	\$ _____
1.1.2 Self-paced, Web-based, etc., <i>per student</i> .	\$ _____
1.2 End-User training: Four hours of Microsoft Outlook training	
1.2.1 Classroom setting at COUNTY site, <i>per student</i> .	\$ _____
1.2.2 Self-paced, Web-based, etc., <i>per student</i> .	\$ _____
1.3 Technical training: Microsoft 5 day Course #2072 Administering a SQL Server 2000 Database	
1.3.1 Classroom setting at vendor site, <i>per student</i> .	\$ _____
1.3.2 Self-paced, Web-based, etc., <i>per student</i> .	\$ _____
1.4 Technical training: Microsoft 5 day Course #2278 Plan and Maintain a Windows Server 2003 Network Infrastructure	
1.4.1 Classroom setting at vendor site, <i>per student</i> .	\$ _____
1.4.2 Self-paced, Web-based, etc., <i>per student</i> .	\$ _____
1.5 Technical training: Linux 4 day Course #RH033 Red Hat Linux Essentials	
1.5.1 Classroom setting at vendor site, <i>per student</i> .	\$ _____
1.5.2 Self-paced, Web-based, etc., <i>per student</i> .	\$ _____

RESPONDENTS/BIDDERS SHALL PROVIDE PRICING OFFERED BY WAY OF THE VARIOUS INDIVIDUAL ATTACHMENTS, WHICH ARE AN INTEGRAL PART OF THIS SOLICITATION. RESPONSES WHICH ARE NOT COMPLETE MAY BE DEEMED "NON RESPONSIVE" AND NOT CONSIDERED FOR AWARD.

ADDITIONALLY, ALL RESPONDENTS/BIDDERS SHALL PROVIDE A COMPLETE RECAP OF ALL COURSES OFFERED, TO INCLUDE ANY VARIABLES, SUCH AS CLASS SIZE, LOCATION, ETC., BY WAY OF A CD, UTILIZING MICROSOFT EXCEL 2000, OR LATER FORMAT
THIS REQUIREMENT IS MANDATORY

ATTACHMENT B

AGREEMENT

The Contractors hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND CONTRACTUAL TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

☐ Disadvantaged Business Enterprise (DBE)
☐ Women-Owned Business Enterprise (WBE)
☐ Minority Business Enterprise (MBE)
☐ Small Business Enterprise (SBE)

FIRM SUBMITTING BID

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

Vendor Name _____

**Section 2.1
ATTACHMENT A1
Company Profile**

PART ONE:

- 1 Number of years this training company has been in the Computer Training business AT ANY LOCATION _____

PART TWO: (for training in a classroom setting only)

- 2 Number of years this training company has been in the Computer Training business IN THE PHOENIX AREA (includes Tempe, Scottsdale, and all surrounding cities as well) _____

THE FOLLOWING INFORMATION PERTAINS TO THE PHOENIX LOCATION OF YOUR OPERATION ONLY :	
3	Number of full-time instructors employed _____
4	Average number of years of <i>computer training experience</i> of full-time instructors (round down) _____
5	Number of part-time and contract instructors employed _____
6	Average number of years of <i>computer training experience</i> of part-time instructors (round down) _____
7	Number of administrative staff employed _____
8	Number of sales staff employed _____
9	Certifications and authorizations held by their training company _____ _____ _____
10	List other services your company provides _____ _____ _____

Vendor Name _____

Section 2.1

ATTACHMENT A2

Vendor is requested to attach any sales brochures, narratives or other information that describes their business.

Vendor Name _____

Section 2.2
ATTACHMENT B1
Vendor References

(make additional copies of this form as needed)

1. COMPANY NAME; _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: () _____
2. COMPANY NAME; _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: () _____
3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: () _____
4. COMPANY NAME; _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: () _____
5. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: () _____

Vendor Name

Section 2.2
ATTACHMENT B2
Vendor References

[illegible]

Vendor Name _____

**Section 2.3
ATTACHMENT C1**

**Training Personnel Experience
(for training in a classroom setting only)**

Make copies of this form and complete one
for a minimum of six and maximum of ten different instructors

**In addition, vendors must attach supporting resumes
and label them Attachment C2**

Name of Instructor _____

Type of training administered End-user _____ Technical _____

Education beyond high school _____

Employment status Full Time _____ Part Time or Contract _____

List any training certifications _____

How many years has this individual been a computer instructor in a
classroom setting? _____

*List below the courses that this trainer has instructor-led experience
teaching including number of months and level of class.*

COURSE TOPIC	LEVEL (basic, intermediate, advanced)	No. of <u>MONTHS</u> experience teaching at these levels

Other pertinent experience:

Vendor Name _____

Section 2.3

ATTACHMENT C2

Vendor is requested to attach any other resume formats in addition to the information provided on Attachment C1.

Vendor Name _____

Section 2.4
ATTACHMENT D1
Facilities and Location
(for training in a classroom setting only)

1 Do you have the ability to offer courses at a Maricopa County site? Yes ____ No ____

2 What special requirements do you have for the Maricopa County site?

3 Do you have the ability to offer courses at your site? Yes ____ No ____

4 Please provide the following information about your training facilities:

Training Location(s) within Maricopa County (address)	Number of classrooms
_____	_____
_____	_____
_____	_____

Vendor Name _____

Section 2.5

ATTACHMENT E

Photographs

(for training in a classroom setting only)

Vendors is required to submit photographs of their training site(s) and label the photographs with their location(s). A minimum of one training room per location should be photographed. These should be labeled Attachment E.

Vendor Name _____

Section 2.6

ATTACHMENT F1

Training Specifications: List of Courses

End-User

Classroom setting

List the name of the course and the number of days.

[illegible]

ATTACHMENT F2

List the name of the course and the duration in number of hours.

[illegible]

Vendor Name

Section 2.6

ATTACHMENT F3

Training Specifications: List of Courses

Technical

Technical Classroom setting

List the name of the course and the number of days.

[illegible]

Vendor Name _____

Section 2.6

ATTACHMENT F5

**Vendor is requested to attach any flyers, pamphlets, catalogs or
brochures of computer courses offered.**

Vendor Name _____

Section 2.7
ATTACHMENT G
Training Manuals

Vendor is required to supply three (3) student training manuals for review. These manuals should be for Word Intro, Crystal Reports and Visio (reproducible as copyright laws permit)

**Vendor should indicate on the manual if it is
for a 4 hr. course, 8 hour course, etc.
These should be labeled Attachment "G".**

Vendor Name _____

Section 2.8

ATTACHMENT H

Course Descriptions and Outlines

Vendor is required to supply course descriptions and outlines for Internet, Excel, Outlook, Crystal Reports, InfoPath and SQL server courses they offer. These should be labeled Attachment "H".

Vendor Name _____

Section 2.9
ATTACHMENT I
Policies and Philosophies

- 1 Class format in hours excluding lunch hours. If multiple formats, please list, as 4 hr., 7 hr, etc. _____
- 2 Maximum number of students per course _____
- 3 Do you normally offer 4 hour classes in your regularly scheduled advertised course offerings? Yes ____ No ____
- 4 Local telephone/help desk support? Yes ____ No ____
If Yes, for how many months after they attend? _____
- 5 How is scheduling handled? (i.e., through sales rep, through schedulers, etc.) _____
- 6 Whose course materials do you use? _____
- 7 Would you offer this same pricing for employees who pay for the training themselves? Yes ____ No ____
- 8 Do you have the ability to 'customize' courses? Yes ____ No ____
- 9 What is your policy (including financial penalties) on refunds?
Cancellations: _____
No Shows: _____
Customer Dissatisfaction with quality of training: _____
- 10 Do you allow students to repeat a course? Yes ____ No ____
If Yes, for how many months? _____
How many times? _____
- 11 Do you have the capacity to do course pre-testing and post-testing? Yes ____ No ____
If "yes", please attach a copy of a pre-test and post-test for Word 6.0 and Excel 5.0 Intermediate along with a copy of the course outline. Label this Attachment "II"
- 12 Indicate the estimated elapsed time required before being able to provide training for new releases (in months) _____

Vendor Name _____

Section 2.10

ATTACHMENT J1

PRICING - END USER

**Instructor-Led Training
at County Site**

Vendor is to list pricing for the majority of their end-user courses.

**If vendor does not complete attachments J1 and J2 for different pricing, Maricopa County
will assume that ALL pricing for end-user training reflected
in this attachment corresponds to
ALL end-user courses listed on Attachment F.
(price includes training manuals)**

INDIVIDUAL RATE, PER PERSON PRICING		
Number of Students	Price per class Full Day	Price per class Half Day
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

GROUP PRICING		
Number of Students	Full Day per class	Half Day per class

[illegible]

Vendor Name _____

Section 2.10
ATTACHMENT J3
PRICING - TECHNICAL
Instructor-Led Training
at County Site

Vendor is to list pricing for the majority of their technical courses.
 If vendor does not complete attachments J3 and J4 for different pricing, Maricopa County will
 assume that ALL pricing for technical training reflected in this attachment corresponds to
 ALL technical courses listed on Attachment F.

(price includes training manuals)

INDIVIDUAL RATE, PER PERSON PRICING		
Number of Students	Price per class Full Day	Price per class Half Day
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

GROUP PRICING		
Number of Students	Full Day per class	Half Day per class

[illegible]

Vendor Name _____

Section 2.10

ATTACHMENT K1

PRICING - END USER

**Instructor-Led Training
at Vendor Site**

Vendor is to list pricing for the majority of their end-user courses.

**If vendor does not complete attachments J1 and J2 for different pricing, Maricopa County
will assume that ALL pricing for end-user training reflected
in this attachment corresponds to
ALL end-user courses listed on Attachment F.
(price includes training manuals)**

INDIVIDUAL RATE, PER PERSON PRICING		
Number of Students	Price per class Full Day	Price per class Half Day
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

GROUP PRICING		
Number of Students	Full Day per class	Half Day per class

[illegible]

Vendor Name _____

Section 2.10

ATTACHMENT K3

PRICING – TECHNICAL

Instructor-Led Training

at Vendor Site

Vendor is to list pricing for the majority of their technical courses.

If vendor does not complete attachments K3 and K4 for different pricing, Maricopa County will assume that ALL pricing for technical training reflected in this attachment corresponds to

ALL technical courses listed on Attachment F.

(price includes training manuals)

INDIVIDUAL RATE, PER PERSON PRICING		
Number of Students	Price per class Full Day	Price per class Half Day
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

GROUP PRICING		
Number of Students	Full Day per class	Half Day per class

[illegible]

PRICING
Self-Paced, Computer-Based or Web-based Training
INDIVIDUAL RATE, PER USER PRICING

	<u>Name of Course</u>	<u>Regular List Price</u>	<u>% Discount for the County</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
6			
7			
8			
9			
10			

[illegible]

Vendor Name _____

Section 2.10

ATTACHMENT L1

ALTERNATE PRICING METHOD TO ATTACHMENT J1

PRICING – END USER

**Instructor-led Training
at County Site**

Vendor is to list pricing for the majority of their end-user courses.

**If vendor does not complete attachments L1 and L2 for different pricing,
Maricopa County will assume that ALL pricing for end-user training reflected
in this attachment corresponds to
ALL end-user courses listed on Attachment F.
(price includes training manuals)**

	<u>Name of Course</u>	<u>Regular List Price</u>	<u>% Discount for the County</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT L2

ALTERNATE PRICING METHOD TO ATTACHMENT L2

PRICING – END USER

**Instructor-led Training
at County Site**

(additional courses that vary from pricing on Attachment L1;
price includes training manuals)

	<u>Name of Course</u>	Regular List Price	% Discount for the County
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT L3

ALTERNATE PRICING METHOD TO ATTACHMENT J3

PRICING – TECHNICAL

**Instructor-led Training
at County Site**

Vendor is to list pricing for the majority of their technical courses. If vendor does not complete attachments L3 and L4 for different pricing, Maricopa County will assume that ALL pricing for technical training reflected in this attachment corresponds to ALL technical courses listed on Attachment F. Price includes training manuals.

	<u>Name of Course</u>	Regular List Price	% Discount for the County
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10
ATTACHMENT L4
ALTERNATE PRICING METHOD TO ATTACHMENT J4

PRICING – TECHNICAL
Instructor-led Training
at County Site

Vendor is to list pricing for the majority of their technical courses. If vendor does not complete attachments L3 and L4 for different pricing, Maricopa County will assume that ALL pricing for technical training reflected in this attachment corresponds to ALL technical courses listed on Attachment F. Price includes training manuals.

	<u>Name of Course</u>	Regular List Price	% Discount for the County
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT M1

ALTERNATE PRICING METHOD TO ATTACHMENT K1

PRICING – END USER

**Instructor-led Training
at County Site**

Vendor is to list pricing for the majority of their end-user courses.

**If vendor does not complete attachments M1 and M2 for different pricing,
Maricopa County will assume that ALL pricing for end-user training reflected
in this attachment corresponds to
ALL end-user courses listed on Attachment F.
(price includes training manuals)**

	<u>Name of Course</u>	Regular List Price	% Discount for the County
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT M2

ALTERNATE PRICING METHOD TO ATTACHMENT K2

PRICING – END USER

**Instructor-led Training
at County Site**

(additional courses that vary from pricing on Attachment M1;
price includes training manuals)

	<u>Name of Course</u>	Regular List Price	% Discount for the County
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT M3

ALTERNATE PRICING METHOD TO ATTACHMENT K3

PRICING – TECHNICAL

Instructor-led Training at County Site

Vendor is to list pricing for the majority of their technical courses. If vendor does not complete attachments M3 and M4 for different pricing, Maricopa County will assume that ALL pricing for technical training reflected in this attachment corresponds to ALL technical courses listed on Attachment F. Price includes training manuals)

	<u>Name of Course</u>	<u>Regular List Price</u>	<u>% Discount for the County</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

Section 2.10

ATTACHMENT M4

ALTERNATE PRICING METHOD TO ATTACHMENT K4

PRICING – TECHNICAL

Instructor-led Training at County Site

Vendor is to list pricing for the majority of their technical courses. If vendor does not complete attachments M3 and M4 for different pricing, Maricopa County will assume that ALL pricing for technical training reflected in this attachment corresponds to ALL technical courses listed on Attachment F. Price includes training manuals)

	<u>Name of Course</u>	<u>Regular List Price</u>	<u>% Discount for the County</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Vendor Name _____

**Section 2.11
ATTACHMENT N
Other Products and Services**

		Regular List Price	% Discount for the County
		_____	_____
1	Consulting	_____	_____
2	One-on-one training/tutoring	_____	_____
3	Custom applications	_____	_____
4	Other (list):		
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

VENDOR IS REQUESTED TO PROVIDE THIS INFORMATION.
THIS ATTACHMENT **WILL NOT** BE INCLUDED
IN THE EVALUATION PROCESS.

Vendor Name

Section 2.12
ATTACHMENT O
PeopleSoft training courses

		Regular List Price	% Discount for the County
		_____	_____
1	PeopleSoft – Tuning & Configuring the Tuxedo Layer Minimum # of students: ____	_____	_____
2	Web Logic Tuning for PeopleSoft Minimum # of students: ____	_____	_____
3	PeopleSoft – Tuning & Configuring the Tuxedo Layer AND Tuning WebLogic for PeopleSoft Minimum # of students: ____	_____	_____
4	Other PeopleSoft or related courses offered. List below:	_____	_____

**All pricing offered shall be fully inclusive of all fees. Any other fees, if any, shall be defined in full.
If necessary, attach additional pages to this attachment, and reflect all on the requested CD**